

Daily Preliminaries- Functional Check/Calibration

1. Place cursor over the headphone icon on the desktop and **doubleclick** to open the CCA-200 software.
2. Enter 'OK' at the Welcome screen. (There is no password for the CCA-200)
3. **Cursor** to audiometer and **click**. Three options will appear.
4. **Highlight** and **select** 'Functional Check'.
5. Make sure the *handswitch* is *plugged* into the 'Response' jack on the ME 500 calibrator.
6. Put on the headphones and press the handswitch button or cursor to '**Start**' and **click**.
7. *Listen* to the frequency and intensity changes. The sequence will end with a steady 1000Hz tone at 60dB in the left ear. Press the handswitch to change ears while checking for crosstalk. When finished, **click** Stop and Close.
8. *Unplug* the handswitch from the ME 500 calibrator. A red light will indicate that the calibrator is active and ready.
9. *Place* the headphones on the ME 500 calibrator. Observe correct ear orientation. Ensure earcups are properly and securely seated on the calibrator. Most errors/failures in daily calibration can be traced to improperly seated headphones.
10. **Cursor** to the 'Daily Calibration' box in the lower left of the CCA-200 screen. **Click** on the box to enter a checkmark.
11. **Cursor** to the icons at the top of the screen and click on the icon resembling a set of headphones with lines between the ears [start]. The status indicator will report 'testing'.
12. Calibration will be completed in approximately 60 sec.
13. From DOEHRS, **retrieve** the calibration information before beginning any patient testing.

DAILY CALIBRATION IS AN OSHA REQUIREMENT!

For DOEHRS software to perform properly, daily preliminaries **must** be performed in the proper sequence.

REMEMBER: CUCEFICS!

Clean, Untangle, Connections, Earphones,
Frequency, Intensity, Crossover, Static

Creating a New User

1. Open DOEHRS
2. **Click** on 'Acknowledged'
3. **Logon**
4. **Click** on 'File'. **Cursor** to 'Users' and **click**.
5. **Click** 'New'.
6. Enter *logon* name for user.
7. **Tab** to the Training Certification Number.
8. Enter training certification number.
9. **Tab twice** to the Privileges field.
10. **Select** the privilege level.
11. **Click** 'Save'. The user demographic screen will appear.
12. **Click** 'OK' at bottom after entering user demographics.
13. **Click** on 'OK' when the 'About to SaveChanges' prompt appears.
14. **Click** 'Close' to leave the entry screen.

Uploading Data to the DR

[Assumes system Internet access AND current DOEHRS-HC DR account]

1. **Click** on 'Data', **select** 'Export to DR'.
2. Data processing will create export file.
3. When processing finished, file location will be indicated. **Click** 'OK'.
4. IE will open and connect user to DR export login screen. **Login**, as necessary.
5. Locate export file from 'Browse'. Highlight and **click** 'open'.
6. File should appear in 'Export File' field. **Click** "Upload File" to send file.
7. When upload is completed, 'File Was Received Successfully' message should appear. If this note is seen, **answer** 'Yes' to next prompt; 'No', if the message was not seen, then close the message window, return to step 1, and resend data.
8. After answering 'Yes' to the upload prompt, the database will be updated. You will be returned to the main DOEHRS-HC window(run test screen).

DOEHRS-HC

**Quick Desk
Reference for Basic
Air Force
Procedures**



DOEHRS-HC

VERSION 3, BUILD 99

w/ audiometer software v. 2.6

Updated Nov 2003

Creating a Reference Audiogram DD 2215

[Assumes DOEHRS is open and audiometer has been properly calibrated]

1. At "Run Test" screen, **enter** SSAN at IDN(SSN) area and press the 'Enter' or 'Return' key
2. **Enter** Last Name. **Tab** to next field.
3. **Enter** First Name. **Tab** to next field.
4. **Enter** Middle Initial. **Tab** to next field.
5. **Enter** Gender—use dropdown and **cursor** to proper gender, **click** to select.
6. **Cursor** to small box at right of "Date of Birth" field and **click** on the three dots. **Select** the patient's date of birth and **click** on 'OK' twice. **Tab** to the next field.
7. **Enter** 'DoD Component'. **Tab** to next field.
8. **Enter** 'Service Component'. **Tab** to next field.
9. **Enter** 'Branch/Grade'. **Tab** to next field.
10. **Enter** 'SDOC' (AFSC) . **Tab** to next field.
11. **Enter** UIC/WIC(Workplace Identification Code). **Tab** to next field.
12. **Enter** appropriate data in the 'Location / Place of Work' field. Follow whatever convention has been established at your facility. **Tab** to 'Comm. Phone' field.
13. **Enter** commercial telephone number. **Tab** to turn blue area to white and cursor will disappear.
14. Make sure 'Exposed to Hazardous Noise?' question is answered 'yes'.
15. **Cursor** to dropdown, **highlight** and **select** 2215/Reference Audiogram. **Click** to select. **Tab** to 'Reason for Audiogram'.
16. **Cursor** to dropdown, **highlight** and **select** appropriate reason. **Tab** to next field.
17. **Cursor** to dropdown, **highlight** and **select** the appropriate answer. **Tab** to next field.
18. **Enter** the amount of NFHs (Noise Free Hours). Min. is 14. **Tab** to the next field.
19. **Enter** exposure level of steady noise. If not available, **tab** to the next field.
20. **Enter** exposure level of impact noise. If not available, **tab** to the next field.
21. **Cursor** to HPD dropdown, **highlight** and **select** appropriate answer.
22. **Cursor** to Glasses/Goggles dropdown, **highlight** and **select** appropriate answer.

23. If glasses answer has blue background, press '**Tab**' to turn the blue off and update the database.
24. **Transfer** data to audiometer.
25. **Begin** test.

Performing a Periodic/Annual Audiogram DD 2216

[Note: These instructions also generally apply to followup, termination, close scrutiny and other type audiograms.]

[Assumes DOEHRS is open and audiometer has been properly calibrated]

1. At "Run Test" screen, **enter** Patient's SSAN and **press** the 'Enter' or 'Return' key. The patient's demographic information will populate the demographic fields, if found in the local database. **If patient information is not found**, all demographic information must be manually entered. (See DD2215, steps 2 through 13)
2. Make sure 'Exposed to Hazardous Noise?' question is answered correctly.
3. **Cursor** to 'Type:' {of Audiogram} dropdown arrow and **click**. **Highlight** and **select** type of audiogram. **Press** 'Tab' to move to next field. If no reference information is available, you will be prompted to enter the reference hearing levels. **Select** 'Yes' to enter the reference levels. **Enter** the value and press '**Tab**' after each entry. Each numerical entry will automatically be followed by an "M" (example: 45M) to indicate that the levels were manually entered. After entering the last level (6000 Hz, right ear) you will need to **enter** the date of the reference. To properly enter the date, **Click** on the small box with the three dots. Carefully, **click** on the *year*, *month* and *day* of the reference (not the current date!) and then **click** on 'OK'. **Click** on the 'Save' button. A message will appear to indicate that the reference HLs were saved. If the reference information is not saved, you may have difficulty when attempting to retrieve current test results.
4. **Tab** to the 'ENT Problem?' field. **Cursor** to dropdown, **highlight** and **click** on appropriate answer. **Tab** to NFH field.
5. **Enter** appropriate number of noise free hours as required for the type of audiogram you are performing. If no noise-free requirement exists, enter '0'. (You must enter a number, 0- 100). **Tab** or **cursor** to 'Steady Noise Exposure field'.
6. **Enter** exposure level of steady noise. If not available, **tab** to next field.
7. **Enter** exposure level of impact noise. If not available, **tab** to the next field.

8. **Tab** or **cursor** to HPD dropdown. All subjects working in noise will have this section completed. **Highlight** and **select** 'Yes'; press **tab**. The HPD Selection screen will appear. **Cursor** to the type of HPD Issued and **click**.

Once selected, follow all screen/menu prompts. Several types of HPDs have secondary fields to complete. When all prompts are completed, **click** 'OK'. *Answers on HPD items/size must be accurate!*

9. The 'Glasses/Goggles Worn' field will be highlighted in blue. **Cursor** to the dropdown. **Highlight** and **select** appropriate selection.
10. Press '**Tab**' to turn off the blue highlight and update the database.
11. **Transfer** data to audiometer.
12. **Begin** test.

Backing-Up Database Manually

[Note: DOEHRS-HC performs automatic backups of the database to ensure a failsafe for data. A manual backup is recommended to ensure safe storage to another medium (removable disk or network server) for recovery in the event of a hard disk failure]

1. On 'Data' menu **click** 'Backup Database', the Save As window opens.
2. Select destination location you want to use.
3. **Click** 'Save', the database is saved to that location.
4. At prompt **click** 'OK'.
5. If using removable disk – label and store in safe place.

AF Hearing Conservation Help

<http://starview.brooks.af.mil/afioh>

<http://wwwsam.brooks.af.mil>

USAF Data Registry: DSN: 240-2940

USAFSAM Hearing Conservation: DSN: 240-4225

DOEHRS-Helpdesk

1-800-600-9332(Conus); 866-637-8725(OConus)

www.mhs-helpdesk.com